Misdemeanant Probation Association

CJTC Burien, WA

July 16, 2018

**Present:**  Chris Hornung, President; Toni Farris, Vice President; Raul Guillen, Past President; Camille Jackson, Secretary; Mindy Breiner, Treasurer and CJTC liaison; Melissa Patrick, Education Co-Chair and P/R; Bryan Farrell, Education Co-Chair; Omar Gamez, Membership; Rebecca Partington, Legislative; Eddy Zapien, DMCMA (Our Liaison); Grant Bailey, Traffic Safety Commission; Melanie Vanek, Technology and Representative to the CLUG and MCLUG; Stacie Scarpaci, DMCJA (our liaison)

Chris Hornung, President, called the meeting to order at 10:07am and declared a quorum. Chris asked the board to review the minutes from the last Board Meeting on April 29, 2018. Raul made a motion to accept the amended minutes and Mindy Breiner seconded the motion. There was no discussion and the motion carried. Chris welcomed everyone, and all members introduced themselves and their role on the board.

**Board and Committee Reports:**

**President’s report:** Chris welcomed the new members of the board.

**Vice President’s report:** Nothing to report.

**Past President’s report:** Raul wished to thank the board for all the work that went into the annual conference in April. He said he is excited for the next year.

**Treasurer’s report:** Mindy advised the board that the members who are on the US Bank Account will be going to the bank after this meeting to make the name change official on our bank account. The board will also be issued a new signer card.

Mindy also passed around a Treasurer’s Report and indicated it shows the balances on the top. The association had income show after the conference, so the report indicates that. The legislative fund received income from the baskets, 50/50, and poker night all contributed to the fund. Mindy indicated that the conference costs were exactly as budgeted. The report shows we were over on speaker costs because of the location, but we also had more vendors, so that affected the balance. She also advised the board she had just renewed the liability bill and had made a purchase of water bottles for the incoming class at the Academy.

Camille Jackson made a motion to accept the treasurer’s report. Melanie Vanek seconded the motion. With no discussion, motion carries. See report:

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| MISDEMEANANT PROBATION ASSOCIATION | |  |  |
| TREASURER'S REPORT |  |  |  |
| April 27 - July 13, 2018 |  |  |  |
|  |  |  |  |
| ACCOUNT BALANCES AS OF April 27, 2018 | |  | Totals |
|  |  |  |  |
|  | Checking Account | $42,205.97 |  |
|  | Legislative Savings | $12,088.74 |  |
|  | Certificates of Deposit | $10,000.00 |  |
|  |  |  |  |
|  | Total Account Balances: | $64,294.71 | $ 64,294.71 |
|  |  |  |  |
| INCOME: | Legislative Savings (interest) | $1.38 |  |
|  | 2018 MPA Dues | $240.00 |  |
|  | 2018 Conference Fees | $245.00 |  |
|  | 2018 Conference Vendor Fees | $1,300.00 |  |
|  | 2018 Conference Sponsored Items | $600.00 |  |
|  | Spirit Wear | $560.00 |  |
|  | Baskets/50-50/Poker | $757.00 |  |
|  |  |  |  |
|  |  |  |  |
|  | Total Income: | $3,703.38 | $ 3,703.38 |
|  |  |  |  |
|  |  |  |  |
| EXPENSES: | Vendor Sponsored Snack Breaks | $858.14 |  |
|  | Speaker Hotel Costs | $650.70 |  |
|  | Shilo Inn - AV/Food/Bev | $13,235.85 |  |
|  | Awards | $189.63 |  |
|  | Speaker Mileage - Arb | $246.34 |  |
|  | Speaker Mileage - Archambault | $147.62 |  |
|  | Speaker Mileage - Walsen | $130.80 |  |
|  | Speaker Mileage - Dove | $155.87 |  |
|  | Speaker Mileage - Obey-Sumner | $80.00 |  |
|  | Speaker Mileage - McIntyre | $141.70 |  |
|  | Speaker Mileage - O'Malley | $180.94 |  |
|  | Cocoa Sweet Designs - Hoody | $35.23 |  |
|  | Beyond Force - Speaker Fee | $800.00 |  |
|  | WIX - WA-MPA.org domain | $68.55 |  |
|  | Survey Monkey - May | $37.00 |  |
|  | Cocoa Sweet Designes - Water Bottles | $611.60 |  |
|  | Survey Monkey - June | $37.00 |  |
|  | Humble & Davenport - Insurance | $952.00 |  |
|  | Survey Monkey - July | $37.00 |  |
|  |  |  |  |
|  |  |  |  |
|  | Total Expenses | $18,595.97 | $18,595.97 |
|  |  |  |  |
|  |  |  |  |
| ACCOUNT BALANCES AS OF July 13, 2018 | |  |  |
|  |  |  |  |
|  | Checking Account | $26,555.00 |  |
|  | Legislative Savings | $12,847.12 |  |
|  | Certificates of Deposit | $10,000.00 |  |
|  |  |  |  |
|  | Total Account Balances: | $49,402.12 |  |
|  |  |  |  |
|  |  |  |  |
| Mindy Breiner, Treasurer |  |  |  |
| July 16, 2018 |  |  |  |

**Secretary’s report:** Camille Jackson stated she has prepared the notes from the Membership meeting at the 2018 conference and she will send those out for review by the board.

**Education and Training’s report:**  Melissa Patrick advised the board that the location for the 2019 MPA conference will be Walla Walla, Washington at the Whitman Hotel. The contract has been signed. Melissa also told the board that some consideration should be given for the 2020 MPA conference, since it is booking up already because it is a “theme year”. She listed four places she had worked to find dates and bids on. The four were Semiahmo in Blaine, WA; The Heathman Lodge in Vancouver, WA; Great Wolf Lodge in Grand Mound, WA; and Four Points Sheraton in Bellingham, WA. She stated that it may be important to book the location and date. No money is required at this point. Omar Gamez asked about Seattle as an option and the board discussed pros and cons. It was decided that the per diem is too high and too many people would not need to stay at the hotel because they live too close for their jurisdiction to pay for a hotel room. This would result in MPA being unable to fill our minimum room requirement. Melissa asked to board to make a blind vote for the order of the four each member would prefer. The board voted, and the top two locations were Bellingham and Vancouver. Melissa stated she would reach out to those two locations for detailed bids and dates available for 2020.

Melissa and Bryan Farrell passed around a tentative agenda for the 2019 conference. Melissa advised the board is a work in progress and they are receptive to ideas for changes etc. The Key Note speaker for Tuesday will be Keith Graves from Graves and Associates. He will be speaking about changing drug trends and chemical make up in drugs. He will give a 4-6 hour training. Melissa explained that Keith’s fees were higher than we have paid in the past, but that every aspect will be handled by his office. Melissa said that her hope in making the one-day training option drug related was that we could appeal to drug courts etc. in recruiting more people to attend the training.

See agenda:

**Monday May 6**-*Back to Basics*

|  |  |  |  |
| --- | --- | --- | --- |
| Time | CEU’s | Topic | Speaker |
| 8-8:15a | .25 | Opening Remarks | Bryan, Chris, & Melissa |
| 8:15-9a | .75 | Opening Address | Judge/Justice |
| 9-10a | 1 | DOL Update-Drives | Carla Weaver (or Replacement) |
| 10a-10:15a |  | Snack Break/Giveaways |  |
| 10:15-11a | .75 | DOL Update-Drives Con’t | Carla Weaver (or Replacement) |
| 11-11:30a | .5 | AOC Update | Vicki Cullinane |
| 11:30a-12p |  | Spreading the Good Word | Various Jurisdictions |
| 12-1:30p |  | Working Lunch/Mandatory Business Meeting | Board of Directors |
| 1:30-3p | 1.5 | Civics  MAT  Jail Alternatives  Tribal Relations |  |
| 3-3:15p |  | Snack Break |  |
| 3:15p-4:45p | 1.5 | Motivational Interviewing  DSHS-DV Treatment  DV Victim Impact Panel |  |
| 4:45-5p |  | Closing Remarks/Giveaway | Bryan and Melissa |
|  | 6.25 |  |  |

**Tuesday May 7-***What’s Drugs got to do with it?*

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| --- | --- | --- | --- |
| Time | CEU’s | Topic | Speaker |
| 8-8:15a |  | Opening Remarks/Giveaways | Melissa and Bryan |
| 8:15-10a | 1.75 | Emerging Drug Trends | Keith Graves |
| 10a-10:15a |  | Snack Break |  |
| 10:15-1p | 2.75 | Emerging Drug Trends | Keith Graves |
| 1-2p |  | Lunch/Awards |  |
| 2-2:30p | .5 | Vendor Presentations | Various Vendors |
| 2:30-3:15p |  | Drugged/Drunk Driving | WTSC |
| 3:15-3:30p |  | Snack Break-Giveaways |  |
| 3:30-5p | 1.50 | Drug Recognition-DUI Stops | Michael Dunkele  Shawn Hayes  Justin Cripe |
|  | 6.5 |  |  |

**Wednesday May 8-***What about me/us?*

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| --- | --- | --- | --- |
| Time | CEU’s | Topic | Speaker |
| 8-8:15a |  | Opening Remarks/Vendor Giveaways | Bryan & Melissa |
| 8:15-10a | 1.75 | Compassion Fatigue  Mental Health First Aid |  |
| 10-10:30a |  | Hotel Check-Out! |  |
| 10:30-11:30a | 1 | Finding Money-Grants, Grant Writing |  |
| 11:30a-12:30p | 1 | Closing Speaker |  |
| 12:30-1p | .5 | Closing Remarks, Survey Monkey Link, Certificate Link, Final Giveaways, 2020 Location Announcement! Box Lunch? | Chris, Melissa and Bryan |
|  | 4.25  17 Total |  |  |

The board asked what the “spreading the good word” section of training will be, and it was explained that the membership will have an opportunity to sign up to speak about new programs and other ideas people are implementing in their departments. The board looked over the tentative agenda and made some inquiries about possible training options such as the recent changes to alcohol/drug treatment programs and the changes to domestic violence treatment.

Chris Hornung asked if there is an airport in Walla Walla. Melissa confirmed there is an airport and an available shuttle to the hotel.

Melissa also asked the board for input on swag for the upcoming conference. MPA will need new lanyards. The board discussed asking if sponsors would buy memberships t-shirts and notebooks. Melissa also briefly discussed the meal options at the Whitman Hotel.

Board members discussed the possibility of regional trainings for the membership. Melissa and Bryan could set up trainings, one on each side of the state, with possible topics of emotion intelligence or motivational interviewing. Melissa stated she had a speaker who could cover either or both. Chris stated MPA has never offered training on motivational interviewing and would be interested in that topic.

The board also discussed possible extracurricular activities for the conference. Melissa stated she had contacted several of the downtown wineries in Walla Walla and investigated planning a tasting tour with wineries willing to host a large group. Chris asked if the board wanted to do another night with people who are new to the association can come and introduce themselves and meet the board members. Melissa confirmed there will be a hospitality suite so a “new members night” could be arranged.

Melissa stated she will ask the DMCJA for funding for speakers, since they do have options to help other associations. Stacie Scarpaci stated she will be willing to put the request together for us.

Bryan spoke about adding a section of the conference training about pretrial services, and looking at ethics and pretrial risk assessments. He asked if the board would be interested that topic. Raul spoke about their pretrial services and the changes they have made recently. He stated he would be interested in adding training about recent bail reform and indigency screening changes that may affect probation departments.

**Legislative report:** Rebecca Partington said she has reached out to Janene Johnstone about expectations for her role on the board. She asked the board if there are any bills she should be focusing on once the Legislature is in session. Chris asked her to look into 388-877 which took effect July 1st and affects treatment changes. Mindy asked Rebecca to look up the changes to the PSERS retirement age since it is being discussed this week. She wanted to know, if it were to pass when would it take effect. Omar asked Rebecca to look up any changes to ICOTS and if there are any issues with liability for probation offices regarding ignition interlock.

Chris stated she has spoken with an officer with the Washington State Patrol who she has had check on someone she believed had violated his ignition interlock. Chris asked if it would be appropriate for MPA to promote stricter ignition interlock monitoring. She wondered if we need to get a representative to go to the legislature to promote stronger communication between ignition interlock agencies, probation officers, and Washington State Patrol Impaired Driving Section. Mindy suggested that the board could look into setting up a taskforce to look into the options around this issue. Chris asked Toni to research forming that task force with the State Patrol.

**Membership’s report:** Omar Gamez addressed the board and stated he is grateful for all the work his predecessor Donna Struthers has done. He will make sure the MCA Directory is up to date. Omar stated he will wait until closer to the 2019 conference and will reach out to agencies who have not yet signed up to attend to see if he can bring the attendance numbers up. Christ asked Omar to send out a 2018 MPA membership directory to the MPA listserve.

Mindy asked if there was a list of probation officers who have retired in the last year so we can give recognition at the 2019 conference. Chris stated she would reach out to nominations representative Dan Bassler to make sure all who retired got recognition at the conference.

**Technology’s report:** Melanie Vanek spoke about the progress on the Court Case Management System. She explained that the main thing the people on the committee have wanted is communication. They want to change the way vendors are scored and make sure non-negotiable elements are very clear from the beginning. The RFQ will go out, then the committee will go back to the procurement process.

Melanie also reported for the AV report that Misty will be speaking with the board about the equipment she will need for the 2019 conference.

**CLUG & MCLUG:**  Nothing to report. Melanie explained to the new members what CLUG and MCLUG are.

**Public Relations report:** Melissa Patrick stated she sent out the results from the Survey Monkey regarding the 2018 MPA conference. The board discussed some of the results. Melissa also stated there are still some polos available for purchase with the MPA logo.

Melissa has updated the website to show the new board members. Photos are still needed for Rebecca and Omar.

Melissa brought a sample of the water bottles we will be handing out at the 2019 Probation Academy. They will be $15 plus shipping for the board.

Melissa and Mindy also talked about payment online for membership dues and conference costs. The hope will be that it is an option in the upcoming year for agencies to choose to pay by either check or credit card.

**District and Municipal Court Judges Administration’s Report** **(our liaison**): Stacy Scarpaci advised the board that Judge Robinson’s position will be up and we will receive a new liaison. Judge Robinson is approaching retirement. Stacie also reported that at the last DMCJA meeting she attended there was someone from the Governor’s Office present to discuss the possibility of pardoning all marijuana and possession of drug paraphernalia charges prior to 2012. She said they are talking about 10,000 cases. The cases involved would only be granted if there were no other criminal charges on the defendant’s record. The group had discussed the possible problems with that plan. The Judge’s concerns for the PDP were discovering what drug was involved, if more than marijuana was involved it should not be pardoned. The issue was presented as an easy thing to fix by the Governor’s Office, however the Judges were very concerned about the logistics regarding this issue. The Judges asked what the benefit for individuals would be if they were pardoned, since the jurisdictions would not return fines etc. The representative from the Governor’s office said having a clean record was the only benefit.

Melissa asked if Stacie would ask if the Judges would be interested in sending out a letter to treatment agencies listing the bare minimum requirements and expectations of the courts in respect to reporting information like UAs, attendance etc.

**Traffic Safety Commission’s report:** Grant Bailey stated he had missed the last TSC meeting and will be attending one today. He stated he will report on that at the next board meeting.

**District and Municipal Court Managers Association (our liaison):** Eddy Zapien introduced himself and stated he will be going to his first meeting on July 19, 2018. He advised the board he is open to any topics we would like to address with the association. Melissa stated she went to the May DMCMA meeting and informed the board that they were discussing their next conference at the Great Wolf Lodge. Their association also discussed Courts Helping Courts and mentoring of their new leadership team members.

**Criminal Justice Training Commission:** Mindy Breiner discussed the upcoming academy in September. She said she was not sure how many people have signed up. She is working with Ian with the planning. He has given her freedom to do the planning of the curriculum. She has set the ICOTS and DOL training. Mindy stated that one of her biggest requests from students last year was more information on Motivational Interviewing. She is hoping to have one class on the foundations of motivational interviewing, then have students practice interviewing. Mindy also stated she got a lot of positive feedback on the defensive tactics from last year, so she hopes to get that set up for this academy class as well.

The board discussed the idea brought to the board by Larry Barker to have a refresher academy made available to seasoned probation officers. Mindy stated that the current academy is more geared towards the basics of Probation and is not set up for officers with a lot of experience. Mindy offered to talk to Ian with CJTC and see if perhaps a regional training would be a good resource for officers who want to learn new practices and skills.

Mindy asked the board if there are any requests for training during the Academy. She stated Misty is going to do a section on social media and protecting ourselves as probation officers as well as teaching a class on monitoring defendants.

**Old and New Business:**

**Credit Card Payments:** Mindy addressed the issue of accepting credit card payments. She has been in contact with Armada, however she hasn’t received a response from them. She stated she will have more information for the board at the next meeting. She explained she has used Square and it worked well, but she hasn’t researched other options.

**Training Opportunities:** Melissa talked about setting up regional trainings. She spoke of training Kent had with Amie Roberts to address some of the new domestic violence treatment legislation. The board discussed some of those changes and Melissa explained that defendants will be evaluated at a certain level of care. The treatment options will be six months, nine months, twelve months, or eighteen months depending on the assessment. The treatment will be weekly for the entire term of treatment. Defendants may be re-assessed at any time to a higher level of care. Some jurisdictions are ordering Thinking for Change or DV MRT classes instead of referring defendants to a domestic violence evaluation. Mindy states she is planning to meet with Amie Roberts to go through the changes with the new WAC. DSHS will be monitoring compliance with the new WAC.

The board discussed sending the vice-president Toni Farris to the APPA training March 10-13th. Toni will ask if her jurisdiction would allow her to attend. Mindy advised the board this training is in the budget.

**Adjournment:** There being no further business, President Chris Hornung asked for a motion to adjourn.

Raul Guillen made a motion to adjourn. Melissa Patrick seconded the motion. The motion passed unanimously with no discussion. The meeting adjourned at 1:25pm.